

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**



- Federal Aviation Administration -
Integrated Airman Certification and/or Rating Application
(IACRA)
Instruction Manual

**Version 5
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Revision Log

Revision Date	Revised By	Comment
11/13/07	Brian Sanderson	Modified to version 5
11/19/07	Brian Sanderson	Added Air Agency Administration Section

Approval Log

Approval Date	Approved By	Comment

1. Welcome

Welcome to IACRA – a next generation web-based airman certification tool based on the popular ACRA software. IACRA allows you to register and work on airman certification applications from anywhere you have a computer with an Internet connection.

The purpose of this document is to provide initial getting started instructions to register, log-in, and complete an airman application. It will also provide guidance on what information is required for registration of certain roles.

2. A Next Generation Tool

ACRA was a stand-alone application that used an Access database. IACRA is a web-based system. You don't have to install or download any software to access the application. This web-based version has several advantages over the original ACRA, such as:

- You can access it anywhere you have an Internet connection (with the Internet Explorer browser v 5.5 and higher).
- A single FAA tracking number (FTN) that is permanently assigned to each airman.
- Your input data is validated to reduce potential errors.
- Your data is captured, wrapped, and archived. Then, a required digital signature is applied to ensure the certification data is not changed from time of signature.
- Future feature includes improved accuracy and filing time for PTRS 1563, 3529, and 5529.

3. IACRA Roles

IACRA uses “roles” to determine the level of access a person has to the system. It validates an individual against their FAA credentials. Each time an IACRA user, other than an applicant, chooses a role and registers the information is verified against various FAA databases in order to determine currency. The breakdown of roles in IACRA appears in **Table 1**.

Role	Description
Applicant	Any person applying for an airman certification
Recommending Instructor (RI)	Any person who is authorized to instruct applicants and considers them ready to take a practical test
Designated Examiner (DE)	Any person authorized by the Administrator to issue airman certificates. This person prepares applicants for and issues their practical test.
Aviation Safety Inspector (ASI) / Aviation Safety Technician (AST)	FAA personnel who are authorized to issue specific airman certificates
School Administrators	14 CFR part 141 school /14 CFR part 142 training center representatives authorized to complete part of student application in IACRA. This person can complete all sections of the application that student applicants can complete. The School Administrator cannot fill out the Recommending Instructor or Certifying Officer sections, nor can they sign the application for the student.
Chief Flight Instructors / Assistant Chief Flight Instructor	Any person who instructs applicants and authorizes them to take a practical test. Does not include those instructors who are neither Chief Flight Instructors or Assistant Chief Flight Instructors.
Airman Certification Representative (ACR)	Any person authorized by the Administrator to issue specific airman certificates
Training Center Evaluator (TCE)	A part 142 training center representative authorized by the Administrator to instruct applicants, perform evaluations, and issue specific airman certificates
Flight Instructor Renewal Examiner (FIRE)	A Designated Examiner who can renew a Flight Instructors Certificate through Renewal by Activities and Renewal by FIRC.
Aircrew Program Designee	An Aircrew Program Designee (APD) is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's Federal Aviation Administration (FAA)—approved training program
142 Recommending Instructor	The 142 RI is only associated with a particular 142 training program and does not have to hold a current Flight Instructor certificate.
Second-in-command Administrative Officer	In lieu of a trainer, a qualified management official within the trainer's organization that can sign the applicant's training records or logbook and make the required endorsement.

Table 1: Roles used in IACRA.

4. Pre-Registration Data Requirements

This section pertains only to part 141 flight schools / part 142 training centers. If this does not apply to you, please skip to section 6, *Process Overview*.

4.1 Part 141 / part 142 Pre-Registration Data Identifier Requirements

If you are a registering in IACRA for part 141 flight schools / part 142 training centers, you are required to have the following information available in order to complete the IACRA registration process. If you are missing any piece of the required information, please contact your local Flight Standards District Office (FSDO).

- Airman Certificate and Date of Issuance
- School Certificate Number
- School Designation Code (This is a 4 digit alphanumeric code, usually the first four characters of your certificate number)
- If you are an ACR or TCE, a Designee Number is required

IMPORTANT Note to Chief / Assistant Chief Flight Instructors: It is highly recommended you contact your local FSDO and check to ascertain how you are listed in the National Vitals Information System (NVIS) before proceeding. IACRA uses NVIS to read your existing credentials. Any difference in nomenclature may result in a registration delay.

4.2 Pre-Registration Activities for part 141 Flight School / part 142 Training Center Representatives

If you are a school administrator, Chief Flight Instructor, Airman Certification Representative (ACR), or Training Center Evaluator (TCE), you must associate yourself with your primary school or training center during the registration process before you can log into and use IACRA.

Note: For supplemental part 141 flight school / part 142 training center information and general Frequently Asked Questions (FAQ) regarding IACRA, see *Appendix A* in the back of this document or visit the IACRA Web site at <http://acra.faa.gov/iacra/faq.aspx>.

5. Tips for IACRA Applicants

IACRA provides the ability to electronically fill out the FAA form 8710-1, FAA form 8610-1 and FAA form 8610-2. During the registration process, it is critical that you record, in writing, the FAA Tracking Number (FTN) that will be assigned to you. IACRA uses the FTN to identify an individual and you must provide that number throughout the airman certification process.

Additionally, keep in mind the following tips as you use IACRA:

- If appropriate, have your flight times calculated and ready before starting an application.
- Have your current certificate in front of you while filling in the application. This will help you remember to list your entire certificate held information when prompted by IACRA.

- Read the instructions that appear on each screen.
- Before clicking a link, read the link text carefully. This may prevent you from spending time linking to screens you do not need to visit.
- If you are in doubt about what to do on a screen, look at the help files. There is a Help button on all popup screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.
- If reading the help file does not answer your question, then you can call AVS Support Central for help with your issue (see Section 8, *Contacting the AVS Support Central Help Desk*, later in this document).

6. Process Overview

Please read carefully the process steps that follow. Depending upon your role, the process varies slightly.

1. **Retrieve your airman certificate** and have it available during the registration process, as you will be required to enter the information exactly as it appears on the certificate.
2. **Start** by opening your Internet Explorer web browser (version 5.5 and higher) and browse to <http://acra.faa.gov/iacra/> to access the IACRA site.
3. **Choose the Role and Register.**
4. Once you have registered and have your login information, an FAA Tracking Number (FTN) is assigned to you. The FTN is a permanent and unique airman number. ***Please record and keep your FTN Number as it will be needed for future use in completing this application.***
5. If you are not a school administrator, proceed to step 6. Otherwise, if you are a school administrator, you must be validated by an ACR or TCE using IACRA or by calling AVS Support Central (see Section 8, *Contacting the AVS Support Central Help Desk*, later in this document) prior to logging in.
6. **Login.** Login to IACRA using the name and password you created, and the FTN assigned to you during the Registration process.
7. Follow the on-screen instructions for your role. **Each role type has unique tasks.**
8. **Check and re-check all of the information entered** before you digitally sign/submit the application. Once the application has been signed, ***you will not be able to correct previously entered data.***
9. The **Result** of this process is that the successful applicant is issued a results document that can be printed while the application is electronically sent to the Airman Registry to be processed. The results document can be a Notice of Disapproval, Letter of Discontinuance, or a Temporary Certificate.

7. Online Help

For additional help while using the IACRA certification module, contextual help is always available for the page on which you are currently working. Simply click the **Help** link in the upper right corner of the application in your web browser. **Note:** Make sure you have any pop-up blocking software disabled.

8. Contacting the AVS Support Central Help Desk

AVS Support Central aids users when they have support issues with IACRA. The following information outlines AVS Support Central daily operations:

- **Hours of operations are:** 6:00 am – 5:00 pm CST Monday through Friday.
- **Telephone number:** Toll-free at 866-285-4942 (Public Customers) or at 405-954-7272 (Government Employees).
- The **fax number** is 405-954-9339.
- **E-mail address:** 9-AMC-AVS-Support-Central@FAA.GOV
- The **Web address** for IACRA is <http://acra.faa.gov/iacra>

9. Frequently Asked Questions and Supplemental Information

The unique nature of the IACRA web application creates situations where extra information is helpful in order to complete a registration, affiliation, etc. Additional FAQs may be found on the IACRA Web site at <http://acra.faa.gov/iacra/faq.aspx>. The following topics are provided here for your information:

Part 141 Flight School / part 142 Training Center Information

How do I add multiple student records for part 141 schools without exiting the Student Affiliation screen?

It is possible to add multiple students in a single session without having to exit the Student Affiliation for part 141 Flight Schools (Search) screen by doing the following:

1. Enter the student's FAA Tracking Number (FTN) in the *Enter Student's FTN* field.
2. Enter the student's last name in the *Enter Student's Last Name* field.
3. Next, click the *Search* button on the upper right side of the screen.
4. The student's information is displayed. Click the *Affiliate Student* button to affiliate the student with the school and the respective curriculum. This creates the student record.
5. To create a new student record without logging out of IACRA, repeat the process from step 1 for the next student.

Can both Students and School Administrators Start an Application?

It is permissible for either students or school administrators to start a FAA form 8710-1 application. Students can fill out a new application after registering. School Administrators can initiate multiple student applications. They must make the affiliation between the student and school, and then affiliate the school's curriculum with the student's application.

What is a Designation Code and how do I locate it?

A designation code is a 4-digit alphanumeric code that flight schools use in several ways to make associations between the school, the school curriculums, and flight school representatives (School Administrators, Airman Certification Representatives, Training Center Evaluators, etc.)

The designation code with which an application is started must be the same one with which the application is finished. Therefore, a participant in the application process (school administrator, Chief

Flight Instructor, Recommending Instructor, Airman Certification Representative, etc.) must be assigned to and use initial designation code.

IMPORTANT: If you do not know the school's designation code, you must contact your local Flight Standard District Office (FSDO) and ask for the designation code as it appears in the National Vitals Information System (NVIS).

How do I determine which curriculums have type ratings associated with them?

As a TCE or School Administrator you must select a curriculum/type rating and affiliate it with the student's application. The student cannot do this. The individual schools will know what their courses require as far as curriculum and type ratings that they use. Contact your school for more information.

General

Does the Close Browser Button Save My Information?

When you use the Close Browser link to exit IACRA, the information you have entered into the application is saved before the browser closes. The browser closes to ensure that your session to the IACRA web server is properly terminated. This occurs to ensure security for your application particularly if you are using a computer other than your own, such as in a public library or cyber café.

Does entering incorrect data cause that data to appear on the results document?

If you enter incorrect information into IACRA, that same incorrect data will appear on the results document, such as the temporary certificate. Although IACRA performs many checks against FAA databases, some fields are comprised of basic text and they will appear as entered on the temporary certificate. It is recommended that you completely review your application prior to submission.

10. Applicant Process Overview

Instructors

Step 1 – Personal Information

Fill in any missing or incomplete personal information

Enter your Address Information

Step 2 – Select certificate

Flight Instructor

Standard

FAR 61 – Completion of Required Test

Original Issuance

Step 2 – (continue)

Enter Completion of Required Test Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Added Category/Class Rating

Step 2 – (continue)

Enter Completion of Required Test Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Added Instrument Rating

Step 2 – (continue)

Enter Completion of Required Test Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Renewal

Step 2 – (continue)

Enter Completion of Required Test Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Reinstatement

Step 2 – (continue)

Enter Completion of Required Test Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

FAR 141 – Graduate of Approved Course

Original Issuance

Step 2 – (continue)

Enter Completion of Required Test Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Added Category/Class Rating

Step 2 – (continue)

Enter Completion of Required Test Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Activities

Renewal

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Duties And Responsibilities

Renewal

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

FIRC –Flight Instructor Refresher Course

Renewal

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Ground Instructor

Standard

FAR 141 – Graduate of Approved Course

Original Issuance

Step 2 – (continue)

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Added Category/Class Rating

Step 2 – (continue)

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

FAR 61

Original Issuance

Step 2 – (continue)

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Added Category/Class Rating

Step 2 – (continue)

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Authorized Instructor

Standard

FAR 61

Original Issuance

Step 2 – (continue)

Enter Vintage Aircraft Authorizations

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Flight Instructor Sport Pilot

Standard

FAR 61 – Completion of Required Test

Original Issuance

Step 2 – (continue)

Enter Sport Pilot Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Added Category/Class Rating

Step 2 – (continue)

Enter Sport Pilot Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Renewal

Step 2 – (continue)

Enter Sport Pilot Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Reinstatement

Step 2 – (continue)

Enter Sport Pilot Information

Select Category/Class Ratings

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

Activities

Renewal

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License
Step 4 – Required Questions
Step 5 – Aeronautical Experience Grid
Step 6 – Review and Submit

Duties And Responsibilities

Renewal

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

FIRC –Flight Instructor Refresher Course

Renewal

Step 3 –Certificate(s)

FAA pilot Certificate

Foreign Pilot License

Step 4 – Required Questions

Step 5 – Aeronautical Experience Grid

Step 6 – Review and Submit

11. Instructor Application Steps

Step 2 – Certificate Sought Data

IACRA - Certificate Sought Information - Windows Internet Explorer

http://172.25.68.106/test/iacra/CertificateSoughtData.aspx

File Edit View Favorites Tools Help

Google C Go Bookmarks Popups okay Check Settings SnagIt

IACRA - Certificate Sought Information

IACRA **Certificate Sought Data**

Step 1 ☒ Step 2 ☐ Step 3 ☐ Step 4 ☐ Step 5 ☐ Step 6 ☐

Follow the steps on this screen to enter information about the certificate you are seeking.

1) Select the type of Certificate you are applying for

2) Select Restricted or Standard

3) Select the certificate Basis

4) Select the type of Issuance

5) Click on the applicable links below to enter data about the certificate you are seeking

[Click here to Enter the Completion of Required Test Information](#)

[Click here to Select the Category/Class Ratings](#)

Click Step 3 on the navigation bar to continue.

Done Internet 100%

The Certificate Sought Data screen allows you to select the type of certificate for which you are applying. Make selections from the drop-down lists. The selections in remaining drop-down lists can change or become active/inactive based on each selection made.

Select the type of Certificate you are applying for

Select from the following choices:

- Flight Instructor
- Ground Instructor
- Authorized Instructor
- Flight Instructor Sport Pilot

Based on the selection type you make, IACRA indicates the rest of the selections that you need to make from the remaining drop-down lists by adding "*** Required Field**" in red or IACRA fills in the required drop-down lists automatically.

For example, selecting Private Pilot makes the **Select Restricted or Standard** drop-down list active because this choice is necessary when seeking a private pilot certification. However, if you selected Recreational Pilot as the certification type, the Standard option is filled in automatically with 'Standard' in the **Select Restricted or Standard** drop-down list because it is the only option for a Recreational Pilot.

Select Restricted or Standard

This drop-down list becomes active if you are required to select whether the certification you are seeking is restricted or Standard. The restricted certification can have different designations depending on the type of certificate chosen. For example, a private pilot can have a Restricted (Foreign-Based - FAR 61.75) rating or Restricted rating where then the U.S. Test Passed Rating is required.

- Standard
- Restricted Foreign Based - [FAR 61.75](#)
- Restricted Special Purpose - [FAR 61.77](#)

Select the Certificate Basis

The **Certificate Basis** drop-down list becomes active when IACRA indicates that you need to select the basis by which the certificate was obtained. Like the other drop-down lists, this list changes based on previous selections. For example, while a Recreational Pilot with an Standard certificate can select FAR 61 - Completion of Required Test or a FAR 141 - Graduate of Approved Course, an Air Transport Pilot with an Standard certificate can select from any of the following school/training designations:

- FAR 61 - Completion of Required Test
- FAR 141 - Graduate of Approved Course
- FAR 142 - Graduate of Approved Course
- Air Carrier Training Program
- Military Competency
- Using Ultralight Hours

Select the Type of Issuance

The **Type of Issuance** drop-down list is where you indicate whether the certificate is an original issuance or is an additional issuance/type rating to an existing certificate.

Based on the selections made in previous drop-down lists, the options here can be any of the following:

- Original Issuance
- Added Category/Class Rating
- Added Type Rating
- Renewal
- Reinstatement

Links

Based on selections made in the drop-down lists, different links appear that require you to click them in order to input additional information regarding a specific option. You must fill in information for each link that appears in order for your application to be considered complete.

- **Click here to enter the Sport Pilot Information** - This link activates the **Sport Pilot Aircraft Information** screen where you enter the type of aircraft you are adding a rating for, the number of hours of total time spent in the aircraft. Select OK to continue.
- **Click here to enter the Completion of Required Test Information** - This link activates the **Completion of Required Test** screen where you enter the type of aircraft you are adding a rating for, the number of hours of total time spent in the aircraft, the number of hours in a simulator, and/or the number of hours spent in a training device. Designate the training device type as well and select OK to continue.
- **Click here to Select Category/Class Ratings** - Access this link to make the **Rating Type** screen appear. Select the item you want and click the ADD > button to add it to the field at the right. When you have entered all of the type ratings or aircraft you need, click OK to continue.
- Refer to Part 61.5(b)(7)
 - (7) Aircraft type ratings—
 - (i) Large aircraft other than lighter-than-air.
 - (ii) Turbojet-powered airplanes.
 - (iii) Other aircraft type ratings specified by the Administrator through the aircraft type certification procedures.
 - (iv) Second-in-command pilot type rating for aircraft that is certificated for operations with a minimum crew of at least two pilots.
- Refer to Part 61.63(d)
 - (d) *Additional type rating.* Except as specified in paragraph (d)(7) of this section, a person who applies for an additional aircraft type rating to be added on a pilot certificate, or the addition of an aircraft type rating that is accomplished concurrently with an additional aircraft category or class rating:
 - (1) Must hold or concurrently obtain an instrument rating that is appropriate to the aircraft category, class, or type rating sought;
 - (2) Must have an endorsement in his or her logbook or training record from an authorized instructor, and that endorsement must attest that the applicant has been found competent in the aeronautical knowledge areas appropriate to the pilot certificate for the aircraft category, class, or type rating sought;
 - (3) Must have an endorsement in his or her logbook, or training record from an authorized instructor, and that endorsement must attest that the applicant has been found proficient in the areas of operation required for the issuance of an airline transport pilot certificate for the aircraft category, class, and type rating sought;
 - (4) Must pass the required practical test appropriate to the airline transport pilot certificate for the aircraft category, class, and type rating sought;
 - (5) Must perform the practical test in actual or simulated instrument conditions, unless the aircraft's type certificate makes the aircraft incapable of operating under instrument flight rules. If the practical test cannot be accomplished for this reason, the person may obtain a type rating limited to "VFR only." The "VFR only" limitation may be removed for that aircraft type when the person passes the practical test in actual or simulated instrument conditions. When an instrument rating is issued to a person who holds one or more type ratings, the type ratings on the amended pilot certificate shall bear the "VFR only" limitation for each aircraft type rating for which the person has not demonstrated instrument competency;

- (6) Need not take an additional knowledge test, provided the applicant holds an airplane, rotorcraft, powered-lift, or airship rating on their pilot certificate; and
- (7) In the case of a pilot employee of a certificate holder operating under part 121 or 135 of this chapter or of a fractional ownership program manager under subpart K of part 91 of this chapter, must have—
 - (i) Met the appropriate requirements of paragraphs (d)(1), (d)(4), and (d)(5) of this section for the aircraft type rating sought; and
 - (ii) Received an endorsement in his or her flight training record from the certificate holder or program manager attesting that the applicant has completed the certificate holder's or program manager's approved ground and flight training program appropriate to the aircraft type rating sought.

Select Category/Class Ratings

IACRA - Single Selection Search -- Webpage Dialog

http://172.25.68.106/test/iacra/RDLSingleSelectionSearch.aspx?fieldName=document.frmCertificateSoughtData.txtCategoryCls

Single Search/Select

Category/Class Ratings

Select Search Criteria

☒ By ID or Type

☐ By Description

Tip: Narrow down search by typing more than one character or number and Click Search

Enter 1 or more characters and Click Search

Select from list below:

Click button to Select Row	Description
<input type="button" value="Select"/>	AIRPLANE LAND
<input type="button" value="Select"/>	AIRPLANE SEA
<input type="button" value="Select"/>	GLIDER
<input type="button" value="Select"/>	GYROPLANE
<input type="button" value="Select"/>	LTA AIRSHIP
<input type="button" value="Select"/>	LTA FREE BALLOON
<input type="button" value="Select"/>	POWERED PARACHUTE LAND
<input type="button" value="Select"/>	POWERED PARACHUTE SEA
<input type="button" value="Select"/>	WEIGHT SHIFT CONTROL LAND
<input type="button" value="Select"/>	WEIGHT SHIFT CONTROL SEA

Record Count Selected Item

http://172.25.68.106/test/iacra/RDLSingleSelectionSearch.aspx?fieldName=document.frmCertificateSoughtData.txtCategoryClass

Single Selection Search for Category / Class Ratings

The Single Selection Search screen for Category/Class Ratings allows you to select the category/class rating you are seeking. This screen will only allow you to select one Category/Class rating to add to your certification data.

Note: You cannot select the search criteria by which to locate different Category/Class ratings or click on the Search button, because all applicable ratings are automatically displayed in the Retrieval List.

1. Select the applicable Category/Class rating from the Retrieval List. Your selection will appear in the Selected Item text box.
2. Click the OK button to add your selected Category/Class Rating to your certification data, or
3. Click the Cancel button to return to the main screen without making a selection.

Completion of Required Test Information

IACRA - Completion of Required Test Information -- Webpage Dialog

http://172.25.68.106/test/iacra/CompletnReqTest.aspx?RT=TR

Completion Of Required Test

Enter data for the Completion of Required Test section of the Airman Certificate and/or Rating Application

[Click here to select First Aircraft to be used](#)

Enter Total Time In First Aircraft Hours

Enter PIC Time In First Aircraft Hours

[Click here to select Second Aircraft to be used if applicable](#)

Enter Total Time In Second Aircraft Hours

Enter PIC Time In Second Aircraft Hours

Select Simulator Level if Applicable

-Select-

Enter Total Time in Simulator Hours

Select Training Device Level if Applicable

-Select-

Enter Total Time in Training Device Hours

http://172.25.68.106/test/iacra/CompletnReqTest.aspx?RT=TR

Completion of Required Test

The Completion of Required Test screen allows you to input information for block II.,A. of the Airman Certificate and/or Rating Application.

1. **Click here to select First Aircraft to be used.** Click this link to enter the aircraft you will use for your practical test. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
2. **Enter Total Time In First Aircraft.** Enter the total amount of flight time you have in the aircraft selected in step 1 above. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
3. **Enter PIC Time In First Aircraft.** Enter the Pilot In Command time you have in the aircraft selected in step 1 above. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
4. **Click here to select the Second Aircraft to be used if applicable.** You are allowed to take your practical test in two different aircraft. If you are using a second aircraft click this link to enter the second aircraft you will use for your practical test. If you are using only one aircraft, skip this step and steps 5 and 6.

5. **Enter Total Time In Second Aircraft.** If you are using a second aircraft for your practical tests, enter the total amount of flight time you have in the aircraft selected in step 4 above. If you are using only one aircraft, leave this field blank.
6. **Enter PIC Time In Second Aircraft.** If you are using a second aircraft for your practical tests, enter the total amount of Pilot-In-Command time you have in the aircraft selected in step 4 above. If you are using only one aircraft, leave this field blank.
7. **Select Simulator Level if Applicable.** If you are using a simulator, select the simulator level from the drop down list box. You must also, enter a first aircraft to be used, even if only training with a simulator.
8. **Enter Total Time In Simulator.** Enter the number of simulator hours in this field. This field is required if you select a simulator in step 7 above.
9. **An Aircraft MMS must be entered (see Step 1) when using Simulator.** When obtaining training through a simulator alone, you just enter an Aircraft MMS that reflects the Simulator type.
10. **Select Training Device Level if Applicable.** If you are using a training device, select the training device level from the drop down list box. You must also, enter a first aircraft to be used.
11. **Enter Total Time In Training Device.** Enter the number of training device hours in this field. This field is required if you select a simulator in step 9 above.

Click OK to add the information you've input on this screen to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

Enter Sport Pilot Information

The screenshot shows a web browser window titled "IACRA - Sport Pilot Aircraft Information -- Webpage Dialog". The address bar displays the URL "http://172.25.68.106/test/iacra/RequiredTestSportPilot.aspx?RT=TR". The main content area has a blue header with the text "Sport Pilot Aircraft Information". Below this, the section is titled "Enter Sport Pilot Aircraft Information". The form contains three input fields: a large text box for "Enter the First Aircraft to be used", a smaller text box for "Enter Total Time In First Aircraft", and another smaller text box for "Enter PIC Time In First Aircraft". To the right of the second and third text boxes are labels "Hours" and "Hours" respectively. At the bottom of the form are three buttons: "OK", "CANCEL", and "HELP". The status bar at the bottom of the browser window shows the same URL and a small globe icon.

Sport Pilot Completion of Required Test

The Sport Pilot Completion of Required Test screen allows you to input information about the aircraft to be used.

1. **Click here to select First Aircraft to be used.** Click this link to enter the aircraft you will use for your practical test. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
2. **Enter Total Time In First Aircraft.** Enter the total amount of flight time you have in the aircraft selected in step 1 above.
3. **Enter PIC Time In First Aircraft.** Enter the Pilot In Command time you have in the aircraft selected in step 1 above.

Click OK to add the information you've input on this screen to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

Step 3 – Certificate Sought Data

The Certificate Held Data screen is a check to see if you currently have or have ever held an FAA pilot certificate. Depending on whether you answer Yes or No to the question, "Do you now hold or have you ever held an FAA pilot Certificate?" you are asked to provide additional information on current certificates or you are required to answer a questions about your military or foreign pilot experience.

Answering Yes to "Do you now hold or have you ever held an FAA Pilot Certificate?"

Select Yes or No. (NOTE: a student pilot certificate is a "Pilot Certificate".) If you select Yes to the question, you are required to fill in information for all of the certificate types that you currently hold. The following links appear:

Click here if you hold a Foreign Pilot License - This link makes the **Foreign License Information** screen appear.

1. **Enter your license number** - Enter your pilot license number in the corresponding field. Copy the number directly from your license to ensure accuracy.

2. **Enter the issuing Country** - Click the link to select the Country that issued your Foreign License.
3. **Select the grade of certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of foreign license you hold will allow you to enter your category class ratings for that license. Select all Category/Class ratings that apply to your foreign license.
4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of foreign license you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your foreign license.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT foreign license information** link that now appears.

Click here if you hold a US Restricted Pilot Certificate - This link makes the **US Restricted Pilot Certificate Information** screen appear.

1. **Enter your pilot certificate number** - Enter your US restricted pilot certificate number in the corresponding field. Copy the number directly from your certificate to ensure accuracy.
2. **Enter the Date of Issuance** - Enter the date your US restricted pilot certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
3. **Select the grade of US Restricted Certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of US Restricted Certificate you hold will allow you to enter your Category/Class Ratings for that certificate. Select all Category/Class ratings that apply to your US Restricted Certificate.
4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of US Restricted Certificate you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your US Restricted Certificate.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT US Restricted Pilot Certificate information** link that now appears.

Click here if you hold a US Standard Pilot Certificate - This link makes the **US Standard Pilot Certificate Information** screen appear.

1. **Enter your US Standard Pilot Certificate number** - Enter your US standard pilot certificate number in the corresponding field. Copy the number directly from your certificate to ensure accuracy. Include the letters "CFI" if they appear on your certificate number.
2. **Enter the Date of Issuance** - Enter the date your US standard pilot certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
3. **Select the grade of US Standard Certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Category/Class Ratings for that certificate. Select all Category/Class ratings that apply to your US Standard Pilot Certificate.

4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your US Standard Pilot Certificate.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT US Standard Pilot Certificate information** link that now appears.

Answering No to "Do you now hold or have you ever held an FAA pilot Certificate?"

If you select No to the question, two more questions appear that require you to select a Yes or No answer.

"Do you have a 10 PIC hours military experience that qualifies you for the issuance of a Commercial Pilot Certificate?" Select Yes or No.

"Have you passed an Instrument Proficiency Check or received authorization for IFT Flight from the US Armed Forces within the preceding 12 calendar months for the Aircraft Category and Class sought?" Select Yes or No.

If you select No to either of the military experience questions, another question appears asking **"Do you hold a Foreign Pilot License of Private grade or higher without ICAO limitations?"** Select Yes or No.

Step 4 – Supplementary Data

IACRA - Supplementary Data - Windows Internet Explorer

http://iacra.faa.safety.gov/IACRA/SupplementaryData.aspx#FinalTest

File Edit View Favorites Tools Help

IACRA - Supplementary Data

IACRA **Supplementary Data**

Step 1 ☒ Step 2 ☐ Step 3 ☒ Step 4 ☒ Step 5 ☒ Step 6 ☐

Answer the following questions required on the Airman Certificate and/or Rating Application.

Do you hold a Medical Certificate? ☒ Yes ☐ No

Enter the date of issue of your Medical Certificate.
(mm/dd/yyyy)

Select the certificate class. ☐ First ☐ Second ☐ Third

Enter the Examiners name.

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? ☒ Yes ☐ No

Enter your date of conviction.

Do you read, speak, write, & understand the English language? ☐ Yes ☒ No

Are there medical reasons why you are unable to read speak, write, & understand the English language? ☐ Yes ☐ No

Have you failed a test for this certificate or rating? ☒ Yes ☐ No

Enter the number of failures.

Click Step 5 on the Navigation Bar to continue.

Internet 100%

The Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more data.

- **Do you hold a medical certificate?**

Answering **Yes** - Causes the following input fields to display:

- Enter the date of issue of your medical certificate.- Enter the date that your medical certificate was issued to you.
- Select the certificate class. - Your choices are First, Second, or Third.
- Enter the Examiner's name. - In the field provided, enter the full name of the person who acted as your Examiner. Enter the name as shown on your medical certificate.

Answering **No** - Proceed to next question.

- **Did you fail your last medical exam?**

Click on appropriate radio button. Only answer "Yes" if you failed your last medical exam. If you have not taken a medical exam then answer "No."

- **Do you hold a US Driver's License?**

Answering **Yes** - Causes the following input fields to display:

- License Number. - Enter your driver's license number.
- State of Issuance. - Choose the state from which the driver's license was issued.
- Date Issued. - Enter the date that your driver's license was issued. Enter the date in the mm/dd/yyyy format.
- Expiration Date. - Enter the date that your driver's license expires. Enter the date in the mm/dd/yyyy format.

Answering **No** - Proceed to next question.

- **Have you ever been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?**

Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation which has not been adjudicated, click the "No" radio button.

Answering **Yes** - Causes the following input field to display:

- Enter the date of conviction. - Enter the date in the mm/dd/yyyy format.

Answering **No** - Proceed to the next question.

- **Do you read, speak, write, and understand the English language?**

Answering **Yes** - Proceed to the next question.

Answering **No** - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language? - Answer **Yes** or **No** and proceed to the next question.

- **Have you failed a test for this certificate or rating?**

Answering **Yes** - Causes the following input field to display:

- Enter the number of failures. - Enter the number of times you have not passed the test for this certificate or rating in the field provided. This number can be found on your last Notice Of Disapproval.

Answering **No** - Proceed to Step 5, Aeronautical Experience.

Step 5 – Aeronautical Experience

IACRA - Aircraft Sport Pilot Hours - Windows Internet Explorer

http://iacra.faasafety.gov/IACRA/AircraftSportPilotHours.aspx

File Edit View Favorites Tools Help

IACRA - Aircraft Sport Pilot Hours

IACRA **Aeronautical Experience** Help Close Browser

Step 1 ☒ Step 2 ☐ Step 3 ☒ Step 4 ☐ Step 5 ☒ Step 6 ☐

Answer any questions that appear below, then enter any flight hours for this application into the Aeronautical Experience Grid, if applicable.

Are you a pilot based on a small island? ☐ Yes ☒ No

* At least one field is required

Aeronautical Experience Grid

	Airplanes	Rotorcraft (Gyroplane Only)	Gliders	Lighter than Air	Weight- Shift Control	Powered Parachute
Total						
Instruction Received						
Solo						
Pilot in Command	PIC SIC	PIC SIC				
Cross Country Instruction Received						
Cross Country Solo						
Cross Country Pilot in Command	PIC SIC	PIC SIC				
Instrument						
Night Instruction Received						
Night Take-off / Landing						
Night Pilot in Command	PIC SIC	PIC SIC				
Night Take-off / Landing Pilot in Command	PIC SIC	PIC SIC				
Number of Flights						
Number of Aero- Tows						
Number of Ground Launches						
Number of Powered Launches						

Click Step 6 on the Navigation Bar to continue.

Done Internet 100%

The Aeronautical Experience screen shows a grid, or matrix, where you can easily lay out and display all of your flight experience from your log book. This grid is similar to the one found on the front of the 8710-1 form.

Note: The small island question (Are you a pilot based on a small island?) **MUST BE ANSWERED!**

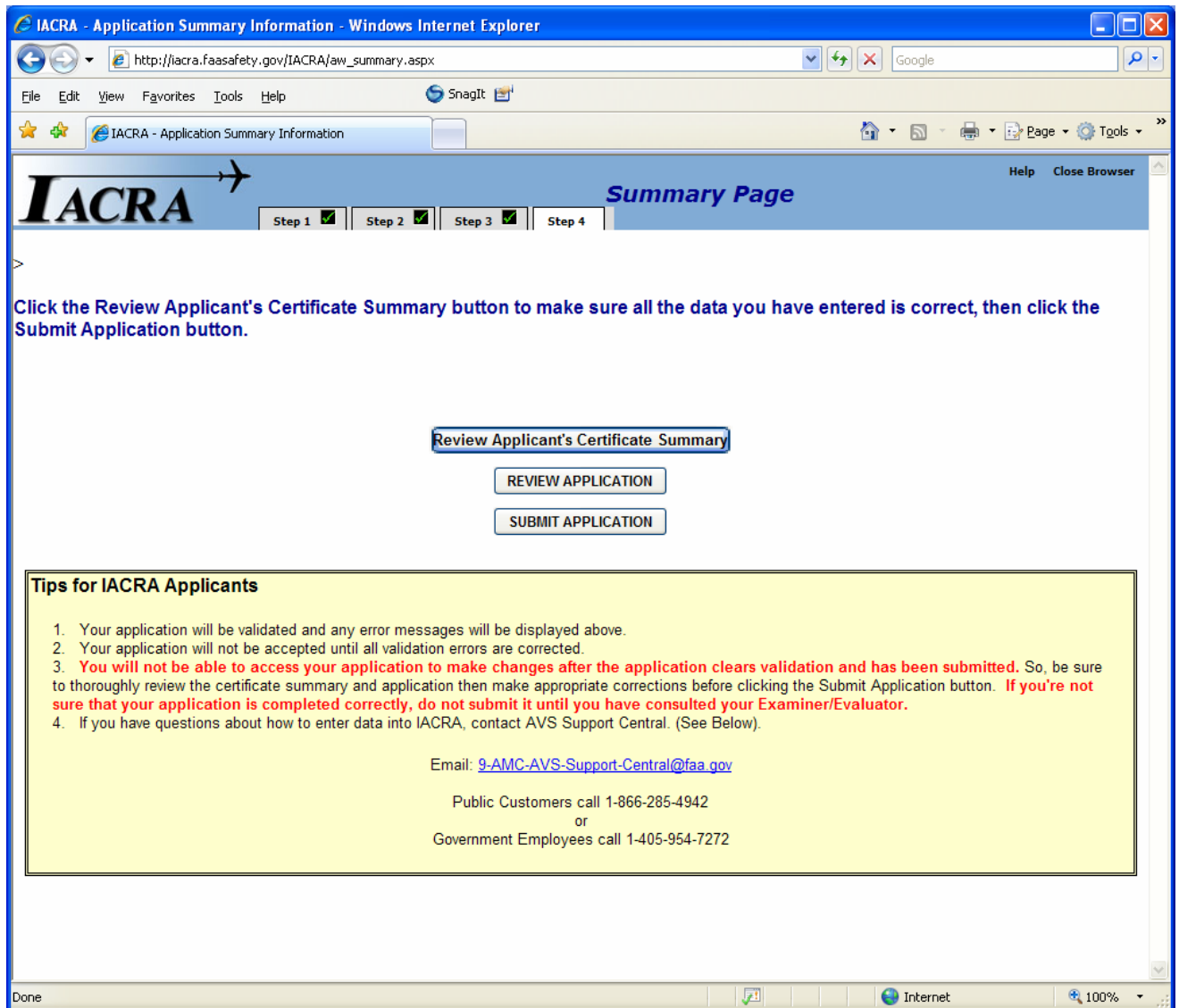
The minimum pilot experience required by the appropriate regulation must be entered. It is recommended, however, that ALL pilot time be entered. Night flying must be entered when required. You should fill in the blocks that apply and ignore the blocks that do not. Second In Command "SIC" time used may be entered in the appropriate blocks. Flight Simulator, Flight Training Device and PCATD time may be entered in the blocks provided.

Note: The white areas indicate fields to which values can be added. The blue areas indicate areas that are not accessible or relevant.

To use the Aeronautical Experience grid, simply select the block in which you want to place data and enter the data. When you have finished filling in all relevant information, continue to Step 6, Summary.

If you need help in filling out the Aeronautical Experience grid, see your Recommending Instructor. Do not submit the application in Step 6 until you are sure that your hours are entered correctly.

Step 6 – Summary Page



The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

Your application will be validated and any error messages will be displayed at the top of the Summary Page. Follow the instructions in the validation error messages to fix the problems then return to the Summary Page. You will not be allowed to continue until all validation errors have been corrected.

Look at each step on the navigation bar to ensure that you have completed all required information for each program step. A green check mark on the step tab indicates that you have provided all required information. A yellow question mark on the step tab indicates that you have not provided

all information required for that program step. A red "x" on the step tab indicates that you have not accessed that program step. If you get a validation error message saying that you have not completed all information required, look on the steps on the navigation bar for a step that has a yellow question mark icon. Click on this step to complete any missing information, and then click Step 6 to return to the summary page. You may have to repeat this process several times until all validation errors have been resolved.

Click the **Review Applicant's Certificate Summary** button. This will display a summary of your certificate information. Before you may review or submit your application you must first review the certificate summary to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Applicant's Certificate Summary button will not be enabled until validations have been successful.

The screenshot shows a web browser window titled "IACRA - Applicant's Certificate Summary -- Webpage Dialog". The address bar shows the URL "http://iacra.faaafety.gov/IACRA/AW_SummaryReview.aspx?". The page has a blue header with the text "Applicant's Certificate Summary". Below the header, a red-bordered box contains the text: "Verify that all the data on this screen is correct before submitting the application. If data is incorrect or missing, make corrections before submitting the application." Below this box, the text "Applicant's Certificate Summary" is displayed. Underneath, the following information is shown: "Certificate Type: REPAIRMAN LIGHT SPORT AIRCRAFT" and "Certificate #: PENDING". Below this, the text "Ratings:" is displayed, followed by "INSPECTION" and "AIRPLANE, 123, SERIAL NO. 123". At the bottom center of the page, there is a "CLOSE" button. The status bar at the bottom of the browser window shows the URL "http://iacra.faaafety.gov/IACRA/AW_SummaryReview.aspx?" and the "Internet" icon.

Click the **Review Application** button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and

make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

Click the **Submit Application** button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.

TYPE OR PRINT ALL ENTRIES IN INK UNOFFICIAL COPY Form Approved OMB No: 2120-0021

Airman Certificate and/or Rating Application

Department of Transportation
Federal Aviation Administration

I. Application Information

☐ Additional Rating ☐ Student ☐ Recreational ☐ Private ☐ Commercial ☐ Airline Transport ☐ Instrument

☒ Flight Instructor ☒ Initial ☐ Renewal ☐ Reinstatement ☐ Rotorcraft ☐ Balloon ☐ Airship ☐ Glider ☐ Powered-Lift

☐ Medical Flight Test ☐ Reexamination ☐ Reissuance of certificate ☐ Other

A. Name (Last, First Middle) **B. SSN (US only)** **C. Date of Birth** **D. Place of Birth**

PILOT TEST NMNM NONE 1/29/1965 OK OK USA

E. Address **F. Citizenship (Citizenship)** **G. Do you read, speak, write, & understand the English language?**

1234 A ☒ USA ☐ Other ☒ Yes ☐ No

City, State, Zip Code **H. Height** **I. Weight** **J. Hair** **K. Eyes** **L. Sex**

OK OK 7 72 in. 200 lbs. BLOND BROWN ☒ Male ☐ Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate? **N. Grade Pilot Certificate** **O. Certificate Number** **P. Date Issued**

☒ Yes ☐ No COMMERCIAL PILOT RTYRTY4 1/7/2008

Q. Do you hold a Medical Certificate? **R. Class of Certificate** **S. Date Issued** **T. Name of Examiner**

☒ Yes ☐ No FIRST CLASS MEDICAL 1/7/2008 FDGH

U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? **V. Date of Final Conviction**

☐ Yes ☒ No

II. Certificate or Rating Applied For on Basis of:

A. Completion of Required Test **1. Aircraft to be used (if flight test required)** **2a. Total Time in this aircraft SIM/FTD** **2b. Pilot in Command**

☒ 1) EAA-90-90 2) 1) hours 2) hours

B. Military Competence Obtained In **1. Service** **2. Date Rated** **3. Rank or Grade and Service Number**

☐ 4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft: 4b. US Military PIC & Instrument Check

C. Graduate of Approved Course **1. Name and Location of Training Agency or Training Center** **1a. Certification Number**

☐ 2. Curriculum From Which Graduated: 2. Date

Important Notice!!! Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.

12. Re-Issue

CFI/CFII Gold Seal Initial

Re-Issue Applicant Personal Information

The screenshot shows a web browser window titled "IACRA - Applicant Personal Information - Windows Internet Explorer". The address bar shows the URL "http://172.25.68.106/test/iacra/ReAppPersInfo.aspx". The page features the IACRA logo and the title "Re-Issue Personal Information". It is divided into two main sections: "Personal Information" and "Applicant's Addresses".

Personal Information Edit		Applicant's Addresses Edit	
PILOT, TEST NMNM		Permanent Address	
Citizenship	USA	1234 A	
Dual Citizenship	You do not hold dual citizenship	OK, OK	7
Date of Birth	01/29/1965	USA	
Place of Birth	OK, OK USA		
SSN #	NONE You chose not to use your Social Security Number	Mailing Address	
Email	12@12.COM	1234 A	
Telephone	5555555555	OK, OK 7	
Sex	M	Height	72 Inches
Weight	200 Pounds		USA
Hair Color	BLOND	Eye Color	BROWN

At the bottom of the form is a "Continue" button.

The Applicant Personal Information screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

Two sections of information are displayed; Personal Information and Address information. If either sections of information are incorrect or needs to be updated click the appropriate "Edit" link. Change the necessary information and then click "Save".

The following rules apply to any changes you may make to the mentioned sections:

Personal Information Section

1. **Name Fields.** Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations **FAR Section 61.25** . If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.
 - a. **Last Name.** Enter your legal last name.
 - b. **First Name.** Enter your full first name. If you have no first name, enter “NFN”.
 - c. **Middle Name.** Enter your full middle name. Use no more than one middle name for record purposes. If you have no middle name enter “NMN”. If you have a middle initial only, enter the initial and click the “Initial Only” checkbox.
 - d. **Name Suffix.** If you have a name suffix, select it from the drop down list box.
2. **Citizenship.** Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.
3. **Dual Citizenship.** If you hold citizenship in more than one country, select the “Yes” radio button, then select the country in which you hold dual citizenship from the drop down list box. You can select the “Yes” or “No” radio button by clicking with your mouse or use the arrow keys to switch focus between “Yes” and “No”, then use the spacebar to select the field that has focus.
4. **Date of Birth.** Check for accuracy. Enter eight digits in the format mmddyyyy. Check to see that the date entered here is the same date of birth that appears on your medical certificate.
5. **Place of Birth.** If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside of the USA, enter the name of the city and country where you were born.
 - a. **City or County.** Enter the City where you were born. If you don’t know the City, enter the County.
 - b. **State (US Only).** If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.
 - c. **Country.** Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.
6. **Telephone.** Type in your telephone number including the area code.

7. **SSN#.** (Optional) If you don't want to disclose your Social Security Number, leave this field blank and click the "Do Not Use" radio button. "Do Not Use" will appear on the certification application. If you do not have a Social Security Number, click the "None" radio button. If you choose to disclose your Social Security Number, use only a US SSN. Disclosure of your SSN is voluntary. Disclosure of your SSN will facilitate maintenance of your records, which are maintained in alphabetical order and cross-referenced with your SSN and Airman Certificate number to provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file. Social Security Numbers are not shown on airman certificates.
8. **E-Mail Address.** If you have an e-mail address, enter it here.
9. **Sex.** Select your sex by clicking on the "Male" or "Female" radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female. Then use the Tab Key to set focus to the next field.
10. **Height.** Type in your height first, and then select the Unit of Measurement from the drop down list box. IACRA will convert height entered in centimeters or meters to inches. If you enter your height in inches, use whole inches only (no fractions).
11. **Weight.** Type in your weight first, and then select the Unit of Measurement from the drop down list box. IACRA will convert weight entered in stones or kilograms to pounds. If you enter your weight in pounds, use whole pounds only (no fractions).
12. **Hair Color.** Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.
13. **Eye Color.** Select your eye color from the drop down list box.

Applicant's Address Section

1. **Permanent Address.** Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address.
 - **Street/Line1.** If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
 - **Line 2.** If you have a USA address, enter your PO Box, Rural Route Number, or "General Delivery" into this field. If you have a Foreign address, enter the second line of your foreign address into this field.
 - **City.** Enter your city of residence. Canadian residents enter Province after City name.
 - **State.** If you have a USA address, select your state from the drop down list box.
 - **Country.** Select your country from then drop down list box.
 - **Zip Code.** Enter your zip code.
2. **Physical Description.** If you did not enter a street address in the Street/Line 1 field, you are required to enter a **Physical Description** showing the location of your residence.
3. **Mailing Address.** If you want your certificate to be mailed to an address other than your permanent address, enter the address information in the provided fields.

Re-Issue Certificate Held Data

The Certificate Held Data screen is a check to see if you currently have or have ever held an FAA pilot certificate.

Certificate – Enter your certificate number and click “Find Certificate”. If your Certificate is found in the IACRA or Airman Databases the information will be show in the grid below.

Once a Certificate has been found you can edit or delete the certificate.

Edit U.S. Standard Pilot Certificate - This link makes the **US Standard Pilot Certificate Information** screen appear.

1. **Enter your US Standard Pilot Certificate number** - Enter your US standard pilot certificate number in the corresponding field. Copy the number directly from your certificate to ensure accuracy. Include the letters "CFI" if they appear on your certificate number.
2. **Enter the Date of Issuance** - Enter the date your US standard pilot certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
3. **Select the grade of US Standard Certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Category/Class Ratings for that certificate. Select all Category/Class ratings that apply to your US Standard Pilot Certificate.

4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your US Standard Pilot Certificate.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the Click here to EDIT US Standard Pilot Certificate information link that now appears.

Delete Certificate - This link will remove the certificate from your current application.

Edit Certificate Data

IACRA - Certificate Held Information -- Webpage Dialog

http://172.25.68.106/test/iacra/CertificateHeldDataChildren.aspx?FarTypeId=4&RestrictionTypeID=1&Type=CFI

U.S. Standard Certificate

Enter your CFI certificate number

Enter the CFI Date of Issuance (mm/dd/yyyy)

Enter the CFI Date of Expiration (mm/dd/yyyy)

[Click here to EDIT Certified Flight Instructor category/class ratings.](#)

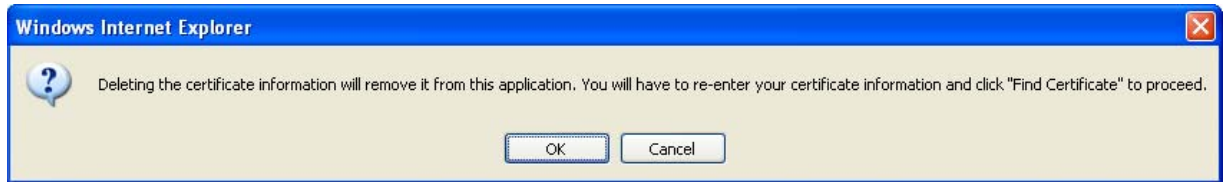
AIRPLANE SINGLE AND MULTIENGINE,
ROTORCRAFT HELICOPTER AND GYROPLANE,

OK CANCEL HELP

http://172.25.68.106/test/iacra/CertificateHeldDataChildren.aspx?FarTypeId=4&RestrictionTypeID=1&Type=CFI Internet

1. Enter the certificate / license number for the certificate / license you currently hold. Copy the number directly from your certificate to ensure accuracy. Include the letters "CFI" if they appear on your certificate number. Do not include a dash as part of the certificate number.
2. Click the link to select the date of issuance of the certificate you currently hold. If the certificate you hold is a Foreign Pilot License, click the link to select the Country that issued the License.
3. Click the links along the left side of the screen to select the Class ratings you currently hold. Select all that apply to your current US Pilot Certificate or Foreign Pilot License.
4. Click the links on the right side of the screen that correspond to the Class ratings you selected. Select all type ratings that apply to your current US Pilot Certificate or Foreign Pilot License.
5. Click the link to enter Vintage Aircraft Authorizations if applicable.
6. Click the OK button to accept the data you have entered and return to the Step 3. Or, click the Cancel button to return to the Step 3 screen without accepting the data you entered.

Delete Certificate Data



Deleting the certificate information will remove it from this application. You will have to re-enter your certificate information and click “Find Certificate” to proceed.

Summary Page

IACRA - Application Summary Information - Windows Internet Explorer

http://172.25.68.106/test/iacra/ReAppSummary.aspx

IACRA **Summary Page** Help Close Browser

Review applicant's certificate summary to make sure all the data you have entered is correct, then review the 8710 and submit the application.

[Edit Personal Information](#) [Edit Certificate](#)

Certificate Information: 2133283, 7/4/2005

Personal Information		Applicant's Addresses	
Applicant's Name	KINDERT, DANIEL PAUL	Permanent Address	
Citizenship	USA	W2442 STATE LINE RD	
Dual Citizenship	You do not hold dual citizenship	LAKE GENEVA, WI	53147-4400
Date of Birth	12/04/1975	USA	
Place of Birth	USA		
SSN #	OKC, OK, OK 222334444		
Email	EMAIL@DOT.CEE	Mailing Address	
Telephone	333 333 3332		
Sex	M		
Weight	195 Pounds		
Height	68 Inches		
Hair Color	BLOND		
Eye Color	BLUE		

Tips for IACRA Applicants

1. Your application will be validated and any error messages will be displayed above.
2. Your application will not be accepted until all validation errors are corrected.
3. **You will not be able to access your application to make changes after the application clears validation and has been submitted.** So, be sure to thoroughly review the certificate summary and application then make appropriate corrections before clicking the Submit Application button. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Examiner/Evaluator.**
4. If you have questions about how to enter data into IACRA, contact AVS Support Central. (See Below).
Email: 9-AMC-AVS-Support-Central@faa.gov
Public Customers call 1-866-285-4942
or
Government Employees call 1-405-954-7272

The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

1. Your application will be validated and any error messages will be displayed at the top of the Summary Page. Follow the instructions in the validation error messages to fix the problems then return to the Summary Page. You will not be allowed to continue until all validation errors have been corrected.
2. The **Applicant's Certificate Summary** is displayed on the screen for your review. Before you

may review or submit your application you must first review the Certificate summary and fix any validation errors, to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes using the Edit links before continuing. The **Review Application** button will not be enabled until validations have been successful.

3. Click the Review Application button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

TYPE OR PRINT ALL ENTRIES IN INK

UNOFFICIAL COPY

Form Approved OMB No: 2120-0021

Department of Transportation
Federal Aviation Administration

Airman Certificate and/or Rating Application

I. Application Information

☐ Additional Rating ☐ Student ☐ Recreational ☐ Private ☐ Commercial ☐ Airline Transport ☐ Instrument

☐ Flight Instructor ☐ Airplane Single-Engine ☐ Airplane Multiengine ☐ Rotorcraft ☐ Balloon ☐ Airship ☐ Glider ☐ Powered-Lift

☐ Medical Flight Test ☐ Reexamination ☒ Reissuance of PRIVATE PILOT certificate ☐ Additional Instructor ☐ Ground Instructor ☐ Other

A. Name (Last, First Middle) KINDERT DANIEL PAUL

B. SSN (US only) 444997777

C. Date of Birth 12/12/1970

D. Place of Birth OKLAHOMA CITY OK USA

E. Address W2442 STATE LINE RD

F. Citizenship (Citizenship) Specify ☒ USA ☐ Other

G. Do you read, speak, write, & understand the English language? ☐ Yes ☐ No

City, State, Zip Code LAKE GENEVA WI 53147-4400

H. Height 68 In. I. Weight 195 lbs. J. Hair BLOND K. Eyes BLUE L. Sex ☒ Male ☐ Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate? ☒ Yes ☐ No

N. Grade Pilot Certificate PRIVATE PILOT

O. Certificate Number 2133283

P. Date Issued 7/4/2005

Q. Do you hold a Medical Certificate? ☐ Yes ☐ No

R. Class of Certificate

S. Date Issued

T. Name of Examiner

U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? ☐ Yes ☐ No

V. Date of Final Conviction

II. Certificate or Rating Applied For on Basis of:

A. Completion of Required Test

1. Aircraft to be used (if flight test required)

1) 2)

2a. Total Time in this aircraft SIM/FTD

1) 2)

SIM) FTD) hours

2b. Pilot in Command

1) 2)

hours

B. Military Competence Obtained In

1. Service 2. Date Rated 3. Rank or Grade and Service Number

4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft. 4b. US Military PIC & Instrument Check

C. Graduate of Approved Course

1. Name and Location of Training Agency or Training Center 1a. Certification Number

2. Curriculum, From Which Graduated 3. Date

4. Click the Submit Application button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.

Important Notice!!! Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction

to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.